701.0 Historical Society

Goals and Objectives

Goal: 1   Goal 1 - To obtain modern integrated information technology tools and infrastructure for all divisions that are well supported and enable staff to more efficiently support constituents.

Objectives	Timeframe	Accomplishments/Status
1 Objective #1 - Develop a systematic plan to upgrade and replace computers and peripherals once every 3 years and software once every 2 years.	Ongoing	
2 Objective #2 - Insure that all servers and workstations are Y2K compliant by July 1999	99-01	Complete

Goal: 2   Goal 2 - Develop easily and publicly accessible, accurate, and consistent data on collections records.

Objectives	Timeframe	Accomplishments/Status
1 Objective #1 - Research and develop a plan for the implementation of hardware and software to allow routine digital imaging of all appropriate collections.	01-03	
2 Objective #2 - Explore the expansion of the use of the World Wide Web for the dissemination of even more collections information.	01-03	
3 Objective #3 - Explore the creation of a system to allow public access to museum and library collections information without society intervention.	01-03	
4 Objective #4 - Define, execute and regularly test a disaster recovery plan for all systems and data.	01-03	

Goal: 3   Goal 3 - Maintain and obtain additional modern, integrated information technology for the security systems of the society.

Objectives	Timeframe	Accomplishments/Status
1 Objective #1 - Develop a cyclical maintenance plan for replacement and upkeep of the security systems.	01-03	
2 Objective #2 - Identify and upgrade all security wiring problems.	01-03	
3 Objective #3 - Obtain adequate funding to replace existing control room systems and provide adequate systems for the major historic sites.	01-03	

Goal: 4   Goal 4 - Evaluate methods in which to utilize technology to improve customer service.

Objectives	Timeframe	Accomplishments/Status
1 Objective #1 - Evaluate the total telecommunications system for efficiency and expansion including the integrated voice response system.	01-03	
2 Objective #2 - Evaluate divisional technologies for efficiency and expansion with recommended changes developed for future IT plans.	Ongoing	

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Activity		Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
1	**Library System ODIN**	2	New Initiative	07/2001	06/2003			

This activity will allow for the implementation and participation in the North Dakota Library Information System (ODIN). This system will allow for the addition of the Society archival/library collection which will then provide access by staff and the public to the Society's collection and other systems nationwide.

	99-01	01-03	03-05
IT PLAN ESTIMATED COST	$0	**$20,000**	$0
BASE BUDGET REQUEST		**$0**	
OPTIONAL BUDGET REQUEST		**$20,000**	
BUDGET NONAPPROPRIATED		**$0**	

Justification:
Reduce staff time in dealing with the collection. Expanded availability of information. Provide answers for frequently asked questions. Increased efficiency.

Impact on other activities:

Activity		Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
2	**Security System**	3	Enhancement/Upgrade	07/2001	06/2005			

This integrated access system includes a combination of dield and perimeter alarms and locking devices. This system is interfaced through a software program in the security control room at the North Dakota heritage Center. The system includes a card reader system which allows designated keycard access to locked rooms at fixed hours during a seven day week. It provides a history log which records all entries in plain English for all alarms, all doors accessed/locked and all internal changes to the system. Changes made within the system are password controlled. The system protects against unauthorized access to the Heritage Center, its galleries, collections and offices, and statewide historic sites. Also incorporated into the system are access and alarm control for all of the major historic sites throughout the state.

	99-01	01-03	03-05
IT PLAN ESTIMATED COST	$1,500	**$79,700**	$0
BASE BUDGET REQUEST		**$400**	
OPTIONAL BUDGET REQUEST		**$79,300**	
BUDGET NONAPPROPRIATED		**$0**	

Justification:
Improved accuracy of information/fewer alarms. Improved safety of public and collections. Improved protection for illegal entry and tracking of unauthroized entry. Lower insurance premiums because of secure systems for preventing illegal entry and tracking of unauthorized entry. Continued accreditation with the American Association of Museums. Allows security officers to read clear, precise instructions instead of deciphering the present coded system. Expnads the protection of public and collections at remote state historic sites.

Impact on other activities:

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
3 Museum Collections	4	Maintenance/Base		Ongoing			

This activity includes the PC based system to monitor and account for the museum collections whether on display or in storage. This system is comprised of ARGUS software by Questor System, Inc. which is an information management system designed specifically for institutions that collect objects such as museums, archives, universities, etc. ARGUS is a true client/server, open-systems application, which allows accessibility to other applications at the historical society. The ability to not only store and retrieve collections information, but to also link the information to acquisition records, images, sound, video, and HTML, will allow the society to disseminate the collections information for education and research to staff and the public at a level never reached before. The current ARGUS software is scheduled to be installed by the end of December, 1999. Training for staff is scheduled the week of January 10-14, 2000. All data, including Bureau of Reclamation arecheology data is scheduled to be loaded during the first quarter of 2000.

	99-01	01-03	03-05
IT PLAN ESTIMATED COST	$41,050	**$7,500**	$8,000
BASE BUDGET REQUEST		**$0**	
OPTIONAL BUDGET REQUEST		**$7,500**	
BUDGET NONAPPROPRIATED		**$0**	

Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
4 Desktop/Natureshift	6	Maintenance/Base		Ongoing			

The desktop publishing system of the Education Division is a Macintosh based system and provides major support for publications, exhibits, and the development of educational materials. This system provides publications and public programming services of various types to all segments of the general public. It also supports the exhibit functions of the curatorial and exhibits division and the public information activities of the agency. It is imperative that we maintain the Macintosh system since it is currently the graphic industry standard. Local and statewide printers use Macintosh exclusively for their graphic work and continued upgrading is necessary to stay compatible with all of them.

	99-01	01-03	03-05
IT PLAN ESTIMATED COST	$5,000	**$8,000**	$6,500
BASE BUDGET REQUEST		**$0**	
OPTIONAL BUDGET REQUEST		**$8,000**	
BUDGET NONAPPROPRIATED		**$0**	

Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
5 Archives/Web Page	8	Maintenance/Base		Ongoing			

This activity will allow for the maintenance of the agency World Wide Web home page utilizing the LAN and ITD centralized system. Also included are the maintenance of a PC based system that monitors, updates and accounts for the archival/library collections. In the future, the division would like to provide digital formats, electronic transmission and quicker reproduction of frequently used photographic images.

	99-01	01-03	03-05
IT PLAN ESTIMATED COST	$200	**$500**	$500
BASE BUDGET REQUEST		**$500**	
OPTIONAL BUDGET REQUEST		**$0**	
BUDGET NONAPPROPRIATED		**$0**	

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Activity		Priority	Activity Type	Start Date	End Date		99-01	01-03	03-05
6	**Maintenance**	5	Maintenance/Base		Ongoing				

This activity will include the ongoing maintenance and repair of a number of small systems operated by ITD. This also includes the Society's LAN, an number of small PC systems and the agency telecommunication system. It also includes the ongoing maintenance of the ODIN system if implemented and ongoing security upgrades. The ITD system houses an accounting system that interfaces with OMB's budgeting system and the fixed asset inventory system. The Society's LAN server and connected PC's are maintained by ITD. The Society doesn not have technology staff but works with ITD on an hourly basis to obtain service. This also includes the cyclical maintenance and replacement of inhouse PC's.

				99-01	01-03	03-05
IT PLAN ESTIMATED COST				$77,989	**$79,394**	$108,160
BASE BUDGET REQUEST					**$94,435**	
OPTIONAL BUDGET REQUEST					**$0**	
BUDGET NONAPPROPRIATED					**$0**	

Activity		Priority	Activity Type	Start Date	End Date		99-01	01-03	03-05
7	**Telecommunications**	1	Maintenance/Base		Ongoing				

This activity includes all telecommunication costs for the State Historical Society operation. All telecommunications for the central office located at the Heritage Center are provided by ITD. There are 9 major historic sites which also have telecommunications but are provided by local telephone services. Additional lines from ITD are increased by 8 for the 01/03 biennium to allow for additional ports for the Heritage Center classrooms and to allow for minimal growth in staff. Funds are also increased to allow for the expansion of voice mail services to all existing lines and to all for minimal increased long distance service.

				99-01	01-03	03-05
IT PLAN ESTIMATED COST				$51,286	**$83,370**	$85,270
BASE BUDGET REQUEST					**$83,370**	
OPTIONAL BUDGET REQUEST					**$0**	
BUDGET NONAPPROPRIATED					**$0**	

Total Agency				99-01	01-03	03-05
IT PLAN ESTIMATED COST				$177,025	**$278,464**	$208,430
BASE BUDGET REQUEST					**$178,705**	
OPTIONAL BUDGET REQUEST					**$114,800**	
BUDGET NONAPPROPRIATED					**$0**	